

SECTION D: BACKGROUND INFORMATION

Have you ever been issued a personal license by the Cemetery and Funeral Bureau?

Yes ☐ No ☐

If yes, provide license type(s), number(s) and date(s) issued _____

Have you previously submitted fingerprint cards or a copy of a Request for Live Scan Service to the Cemetery and Funeral Bureau?

Yes ☐ No ☐**If no, submit with this application a copy of request for Live Scan Service form verifying that fingerprints have been scanned and all applicable fees have been paid.**

If yes, explain for what purpose _____

Have you ever been convicted of, or pled no contest to, a violation of any law of the United States, any state or local jurisdiction, or any foreign country?

Yes ☐ No ☐**If yes, attach an explanation that includes the type of violation, the date, circumstances and location, and the complete penalty received. Also include copies of court documents, arrest records, verification of restitution received by the court, and verification of successful completion of probation.**

You must include all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under Penal Code Section 1000 or 1203.4 (Traffic violations of \$500.00 or less need not be reported).

Have you ever had any professional or vocational license or registration denied, suspended, revoked, placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state, or any foreign country?

Yes ☐ No ☐**If yes, attach an explanation that includes the license type, the action taken, by what state, and the date. Also include a copy of the administrative action, and if applicable, copies of court documents, arrest records, verification of restitution received by the court, and verification of successful completion of probation.****SECTION E: APPLICANT CERTIFICATION***I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.*

Signature of Applicant

Date

Note: The information solicited on this form is required pursuant to Business and Professions Code Section 7618 and 7619. All items in this application are mandatory; none are voluntary, unless indicated. Failure to provide any of the requested information will result in the application being considered incomplete (incomplete applications are subject to abandonment one year from the date the applicant is notified of deficiencies). All information provided will be used to determine qualification for licensure, per the Business and Professions Code that authorizes the collection of this information. Per California Civil Code Section 1798.17 (Information Practice Act), the Chief of the Cemetery and Funeral Bureau is responsible for maintaining information in this application. This information may be transferred to other governmental and enforcement agencies. Individuals have the right to review the records maintained on them by the agencies, unless the records are exempt by Section 1798.40 of the Civil Code. Requests for information may be addressed to the custodian of records: Bureau Chief, Cemetery and Funeral Bureau, 1625 North Market Blvd., Suite S-208, Sacramento, CA 95834, (916) 574-7870.

Section 30 of the Business and Professions Code and Public Law 94-455 (42 U.S.C.A. 405 (c)(2)(c)) authorizes the collection of your Social Security Number (SSN). The disclosure of your SSN is mandatory. The information will be used exclusively for tax enforcement purposes and for purposes of compliance with Section 11350.6 of the Welfare and Institutions Code. If you fail to disclose your SSN, you will be reported to the Franchise Tax Board, which may assess a \$100.00 penalty against you. Questions regarding this requirement must be directed to the Franchise Tax Board: So. California (800) 852-7050, No. California (800) 852-5711, or Sacramento at (916) 369-0500.



CEMETERY AND FUNERAL BUREAU
P. O. Box 989003
WEST SACRAMENTO, CA 95798-9003
(916) 574-7870 FAX (916) 574-8620



FUNERAL DIRECTOR INFORMATION AND CHECK LIST

A funeral director (1) prepares for the transportation, burial, or disposal of human remains; (2) directs and supervises others who perform those functions; (3) maintains an establishment for the transportation, disposition, or care of human remains; (4) may use, in connection with his or her name, the words "funeral director," "undertaker," "mortician," or similar title; and (5) must be employed by, or be the proprietor of, a licensed funeral establishment.

To be eligible to apply for licensure as a funeral director, you must meet the following requirements:

- Be 18 or older.
- Possess an Associate in Arts or Associate in Science degree, or equivalent.
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

To apply for licensure as a funeral director, submit the following:

- ☐ A completed application form and a filing fee of \$100
Applicants applying to take the licensing examination may choose to submit the licensing fee at the same time as the examination fee, or wait until their examination results have been received to pay the \$200.00 licensing fee. If the licensing fee is submitted at the same time as the examination fee and you pass the examination, a license number can be issued and given to you along with your examination results.
- ☐ Official Transcripts sent directly from your educational institution(s)
The Cemetery and Funeral Bureau requires official transcripts. "Official Transcripts" are transcripts sent directly from the educational institution, in a sealed envelope, to the Cemetery and Funeral Bureau at 1625 North Market Blvd., Suite S-208, Sacramento, CA 95814.
- ☐ Copy of request for Live Scan service form verifying that fingerprints have been scanned and all applicable fees have been paid

Exceptions to this requirement:

- *You have an active license as a Cemetery Manager, Crematory Manager, Embalmer, Funeral Director or an Apprentice Embalmer Certificate.*
- *You have submitted Live Scan as an officer, owner or board trustee of a Funeral Establishment.*
- *You have submitted Live Scan as an officer or owner of a Crematory or Cemetery after November 1, 2002.*
- *You applied for licensure after November 1, 2002 and hold a current Cemetery Salesperson, Cremated Remains Disposer or a Cemetery Broker License.*

The license term is one year, the renewal fee is \$200, and the late fee is \$100.

For additional information about licensure as a funeral director, call the Bureau's Licensing Unit at (916) 574-7870.